

PQS QUALIFICATION SHEET

Enlisted Programs Officer (EPO) Module

Name of Trainee	Qualification Start Date	Qualification Due Date

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. Training			
2. Production Planning			
3. Production Management			
4. Goal Competition			
5. Personnel Management			
6. Departmental Inspection NAVCRUITSTA and MEPS Visits			
7. Quality Control			
8. Department Chain of Command Liaison			
9. Accountable Inventory			
10. Departmental Records			
11. Departmental Correspondence			
12. Budget			
13. Marketing Operations Plan			
14. LEADS			
15. Test Control			
16. Final Qualifications			

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E
1. Training (COMNAVCRUITCOMINST 1130.8, 1136.2, 1500.4, 5400.1 Training Plan)									
a. Explain EPO responsibilities for implementation of COMNAVCRUITCOMINST 1130.8, 1136.2, 1500.4 and NAVCRUITDIST training plan.									
b. Demonstrate ability to implement and monitor the annual enlisted programs department (production and processing) training plan.									
c. Demonstrate the ability to determine if training has been accomplished and is effective.									
d. Demonstrate the ability to accurately access and evaluate training of departmental personnel using individual training jackets.									
e. Complete Privacy Act training 101, 102 & 103.									
2. Production Planning (COMNAVCRUITCOMINST 1130.8)									
a. Demonstrate a working knowledge of the new enlistment contracts report (NETCON) and the new contracts placement/DEP management reports (DST).									
b. Demonstrate the ability to monitor, evaluate and review new contract placement.									
c. Demonstrate an understanding of the relationship between prospecting guidance and DST.									
d. Explain the functions of the following:									
(1) Working tickler									
(2) Recruiter and Station Planner									
(3) Applicant logs									
3. Production Management (COMNAVCRUITCOMINST 1130.8, 5400.2 and PRIDE/CIRIMS Users Manual)									
a. Evaluate prospecting activity using District's activity analysis format.									

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b. Evaluate production by demonstrating the ability to interpret the following PRIDE/CIRIMS reports:									
(1) FINDNF									
(2) GETREC									
(3) SOLD									
(4) UNSOLD									
(5) NETCON									
(6) DE PQFY									
(7) DE PQAL									
(8) NEWZ									
(9) ATRSEE									
(10) ATRRPT									
(11) QUEST									
(12) One Navy									
(13) Reservation available									
(14) LEADS Management Report									
(15) Kits Approved Report									
(16) Bought not attained Report									
(17) Attain not Drilled Report									
(18) Medical Approval Report									
(19) Attrite Report									
(20) New Tracker Record Report									
c. Determine and evaluate processing activity:									
(1) MEPS/MET site test to accession ratio									

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(2) MEPS physical to accession ratio									
(3) MEPS applicant schedule and daily dispositions									
(4) MEPS conversion ratio									
d. Monitor and evaluate the effectiveness of:									
(1) Applicant transportation and meal/lodging facilities									
(2) MEPS processing procedures									
(3) Classification/processing interviews									
(4) Scheduling of applicants at MEPS									
(5) Applicant flow/Red Carpet treatment									
e. Monitor and evaluate the District Enlisted DEP management program									
(1) Conduct a District DEP attrition analysis, to include rollouts									
(2) Conduct a District RTC attrition analysis									
(3) Conduct a waiver analysis									
(4) Explain the purposes of the DEP Action Request (DAR)									
(5) Produce a DAR executive summary report									
(6) Discuss the components of an effective DEP meeting using DEP Tool Kit									
(7) Explain basis for chain of command attendance at DEP meetings									
(8) Explain the composition of shipping goal (One Navy)									
f. Demonstrate the ability to monitor critical rating attainment									
4. Goaling/Competition (COMNAVCRUITCOMINST 1650.27, 3121 and 1133.8)									
a. Explain District/Region/NAVCRUITCOM goaling policies in regard to:									
(1) Allocation of AC and RC annual goals									

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(2) Phasing of AC and RC monthly goals									
(3) New contract placement/shipping									
(4) Special programs									
b. Prepare an NAVCRUITDIST goaling letter/notice									
c. Identify and explain NAVCRUITCOM/Region/District competition systems									
5. Personnel Management (COMNAVCRUITCOMINST 1430.6, 1136.2, and 5400.2)									
a. Explain and demonstrate the ability to initiate the following:									
(1) Recruiter Development Boards (RDB)									
(2) Disciplinary Review Boards (DRB)									
(3) Recruiter Eligibility Board (REB)									
(4) PQS Boards									
(5) NAVCRUITCOM In-Rate Study Policy									
b. Demonstrate the ability to determine billet and manning requirements, including:									
(1) MEPS manning									
(2) Zone/NAVCRUITSTA manning									
(3) Incompatible/Fault/No Fault transfers									
(4) Proximity/Out of Proximity moves									
c. Demonstrate knowledge of the Recruiter Command Advancement Program (RCAP).									
d. Demonstrate knowledge of the Enlisted R criteria.									
e. Explain and demonstrate the ability to track Gold Wreath awards.									
f. Demonstrate knowledge of the CANREC hiring process.									

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g. Submit input to, review and write officer fitness reports, enlisted evaluations and civilian NSPS objectives and assessments.									
(1) Complete Navigating NSPS for Supervisors and NSPS 101									
h. Demonstrate knowledge of reporting periods and District procedures for evaluation submission									
6. Departmental Inspections/NAVCRUITSTA and MEPS Visits (COMNAVCRUITCOMINST 1130.8 and 5040.2)									
a. Conduct an NAVCRUITSTA, NF and MEPS inspection using the current NIT checklists.									
b. Develop a corrective action plan to ensure correction of inspection discrepancies in a timely manner.									
c. Demonstrate ability to correctly review training jackets of MEPS personnel, NAVCRUITDIST EPO staff, RinC and recruiters.									
d. Conduct an NAVCRUITSTA, NOSC and MEPS visit.									
7. Quality Control (COMNAVCRUITCOMINST 1130.8)									
a. Demonstrate the ability to conduct an executive screen on enlistment kits and monitor executive screen procedures at the NAVCRUITDIST.									
b. Demonstrate the ability to evaluate the following on District level:									
(1) Enlistment Kit error feedback									
(2) Processing irregularities									
(3) RTC Kit error feedback report									
(4) RTC Attrition report									
(5) RQAT report									
(6) Recruiting irregularities									
(7) LEADS production reports									
c. Conduct waiver interviews and determine acceptance.									

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d. Demonstrate the ability to verify for completeness and accuracy all documents for the following enlistment package:									
(1) Non-waiver kit									
(2) Waiver kit									
(3) Prior service kit									
e. Explain NIDT procedures.									
f. Explain the District DEP discharge procedures.									
g. Explain PSSQ process and governing policy.									
8. Department Chain of Command/Liaison (COMNAVCRUITCOMINST 5400.2).									
a. Explain production and processing support functions of the billets in the Enlisted Programs Department chain of command.									
b. Identify the incumbents by rate/rank and name.									
9. Accountable Inventory (COMNAVCRUITCOMINST 4400.1 and 5400.2)									
a. Identify location and condition of all EPO departments' accountable inventories.									
b. Determine departmental inventory requirements for:									
(1) Vehicles									
(2) Office equipment (ADP/Phones/Fax)									
(3) Facilities									
c. Submit requests for additional/replacement vehicles.									
d. Monitor RinC turnover and annual NAVCRUITSTA Inventory.									
10. Departmental Records (COMNAVCRUITCOMINST 1130.8, 5720.11). Explain and evaluate the following records, logs and files for accuracy and completeness:									

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a. DEP records									
b. Residual records									
c. Domicile to Duty log									
d. Correspondence files									
e. Test logs									
f. HARP/Seminar feedback reports									
g. DEP Referral and Recognition									
11. Departmental Correspondence (COMNAVCRUITCOMINST 1137.2 and 5400.2) Demonstrate the ability to:									
a. Respond to Congressional inquiries.									
b. Answer alleged irregularities.									
c. Draft letters of caution/warning and letters of instruction.									
12. Budget (COMNAVCRUITCOMINST 4400.1 and 5400.2).									
a. Demonstrate ability to plan, review, submit and monitor funding requirements, including advertising budget for EPO department.									
13. Marketing Operations Plan (COMNAVCRUITCOMINST 3121.2 and 5400.2)									
a. Demonstrate the ability to develop the EPO section of the MOP.									
b. Demonstrate a thorough knowledge of marketing directives:									
(1) Determine out of limits conditions									
(2) Document POA&M accomplishments									
(3) Evaluate POA&M accomplishments									
(4) Adjust and rewrite POA&M(s)									
(5) Using the marketing handbook, develop a situation analysis and complete tables to reflect marketing data and productivity.									

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c. Demonstrate working knowledge of Standardized Territory Evaluation and Analysis for Management (STEAM) and WINSTEAM located on the Recruiting Quarterdeck to include Map Info.									
d. Demonstrate ability to perform a market and territory analysis using ZCMA data, DoD All Service Accession Data, school market data, labor market data, station/zone data.									
e. Demonstrate the ability to use market and territory analysis to determine:									
(1) Size and location for target market									
(2) Optimum market coverage									
(3) NAVCRUITSTA locations									
(4) Personnel assignments									
(5) Zone/NAVCRUITSTA boundaries/realignment									
(6) Allocation of goals by fair market share									
14. Local Effective Accession Delivery System (LEADS) (COMNAVCRUITCOMINST 1140.3)									
a. Describe the functions and responsibilities of the LEADS production team.									
b. Identify and describe the billets within the LEADS production team.									
c. Explain local and national LEADS									
d. Demonstrate the ability to determine LEADS conversion ratio.									
e. Explain how to determine overdue enlisted LEADS and proper disposition of a LEAD.									
f. Explain the determination of LEADS contribution to goal and the EPO's role in field conversion.									
g. Describe the EPO responsibilities for formulation of the Ad plan.									

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h. Demonstrate the ability to determine percent market identified for the NAVCRUITDIST.									
i. Demonstrate ability to understand the Recruiter Access to High School database (RAHS).									
15. Test Control (COMNAVCRUITCOMINST 1130.8) and Defense Language Aptitude Battery (DLAB)									
a. Explain the responsibilities of the Test Control Officer regarding the Navy Advanced Programs Test (NAPT).									
b. Identify the personnel authorized to administer the NAPT.									
c. Describe the requirements for storage and inventory of the NAPT.									
d. Describe monthly reporting and destruction procedures for the NAPT.									
e. Explain the procedures for a lost test and a compromise.									
16. Final Qualifications									
a. Completed NORU EPO course									
b. Completed NAVCRUITCOM EPO II course									
c. Completed PSS/PSC training									
d. Recommended for EPO board									

17. Record of Qualification:

a. Recommended for PQS Qualification Board. Date: _____

I, _____, certify that _____
(Name/Rate/Qualifier Position) (Name/Rate)
is ready for final qualification by a PQS Board for the position of Enlisted
Programs Officer.

Qualifier's Signature _____

b. Qualification Board. Date: _____

We certify the examinee to be fully qualified for the position of Enlisted
Programs Officer.

Board President (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

c. Reviewed: Date: _____

PQS Training Officer, NRD _____
(Signature)

d. Approved: Date: _____

Commanding Officer, NRD _____
(Signature)

e. Service Record Entry (Page 4) Date: _____

Chief Administrator, NRD _____
(Signature)

You are hereby granted an extension. Your new maximum qualification date is
_____. (Attach a copy of extension request with justification).

PQS Training Officer

Copy to:
Member's Training Record